



Kemble & Ewen Parish Council

Minutes of the Annual Meeting of the Council on Friday 15 June 2018 at 7.30pm in Kemble Village Hall

Sarah Broadley, Parish Clerk

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Present:

Parish Councillors: Roger Pettit, Michael Binks, Sohrab Sorabjee, George Collins, David Ball, Erik Silk, Carol Dougill & Lester Napper

Clerk: Sarah Broadley

District Councillor: Tony Berry (left 8pm)

Residents: None

1. Residents Contributions – None

2. District Councillor Report – TB

Local Plan – the formal report from the Inspector is now available on the CDC website. The inspector is supportive of the Chesterton site within the report. Next step is to agree Local Plan by full council.

Planning – *House adjacent to 188 Station Road*: subject to enforcement notice regarding doors in place of windows at front. *Plum Tree Cottage, Wiltshire*: application has been withdrawn and new application put in for retrospective permission for horse walker on tennis courts. *New Covert, Ewen*: still under discussion at CDC. TB to request call in to committee.

3. Apologies for Absence – Nicky Baber

4. Declarations of interest

Item 13: Cllr Napper has an Appendix B declared pecuniary interest as secretary of KCG committee. Cllr Napper will speak as a member of public but will leave the room during voting on this item.

Item 15 b) ii: Cllr Binks declared interest as the house is owned by close relative. No decision to be made on this item – for noting only.

5. Minutes of the meeting held on 18 May 2018 – Cllr Binks proposed the minutes were agreed, approved and signed as an accurate record. Seconded by Cllr Sorabjee and all remaining councillors voted in agreement. Matter resolved.

6. Matters arising from previous meetings

- a) Vice Chairman - Cllr Ball signed Vice Chairman declaration of acceptance of office
- b) Update on possible cemetery site and fees – nothing to report.
- c) Sports grant for changing rooms on the football field – no update. **Action**: RP to contact Peter Clegg.
- d) Consultation for Kemble Parking Scheme – ongoing with GCC. **Action**: Additional cones to be used as temporary measure to ease issue on Pheasant Hill.
- e) Land at Windmill Road & Clayfurlong Grove – RP advised CDC are looking to switch ownership to the Parish Council in the future. Queries raised over parking
- f) Kemble Churchyard – letter received from PCC requesting Parish Council to take over maintenance of the churchyard. **Action**: add to agenda for next mtg.
- g) Permissive path between Kemble and Ewen – RP advised the need to get someone to draw up costs for project. **Action**: add to agenda for next mtg.
- h) Local Plan – see above Item 2.

7. Councillor Reports

- a) Highways Update – NB reported via email that she has contacted Network Rail regarding

potholes by station.

- b) Police Crime Report/Neighbourhood Watch - 3 crimes were reported for May 2018.
- c) Village Appearance – CD raised query over grass cutting. DB to speak to contractor. CD to investigate volunteer team to help those in need with gardening to keep village looking tidy.
- d) Neighbourhood Development Plan – NDP working group met 12 June led by the consultant. Report from meeting was received by the Parish Council.
- e) Playground inspections – DB advised ongoing issue with nappies being found on playing field and dog mess in the play area.
- f) Road Safety – Speedwatch activity continues.
- g) Youth facilities/plans – NB advised via email she has one volunteer to help. More volunteers are required.
- h) Kemble Community Garden – Parish Council received report following meeting between KCG and CDC. CDC are dividing the area in accordance with the Local Plan and will fence off the area for development. CDC have agreed to repair gate post & tackle the boundary issues within the site. Parish Council await new lease for KCG. Dog mess is still an issue within KCG. The tea party was well attended and raised £200.
- i) Kemble Airfield – SS advised relationship has been established with new airport manager.

8. Document Review, Approval and Adoption

Cllr Dougill proposed that the following policies were approved and adopted. This was seconded by Cllr Napper and all remaining councillors voted in agreement. Matter resolved.

- a) Disciplinary & Grievance Policy
- b) Dignity at work Policy
- c) Complaints Procedure
- d) Equality & Diversity Policy
- e) Privacy Note: General
- f) Privacy Note: Staff, Councillors & Role Holders

9. To agree course of action regarding lease of Kemble Triangle – renewal due July 1, Bathurst have offered a longer lease of 10 years and forwarded heads of terms. Cllr Pettit proposed the following: reply to Bathurst querying areas owned by Highways (path & parking areas); requesting none responsibility of trees and village pump; agreement to seeking legal advice (at cost) once draft contract received; to seek listed status on the beehive due to historical significance to village. This was seconded by Cllr Collins. All remaining councillors agreed and the matter was resolved.

10. To agree course of action regarding litter and camping on Thames Path – Cllr Sorabjee to make contact with the path volunteers via the local member.

11. To agree course of action for hanging of Kemble sign – Cllr Pettit proposed Steve Napper to hang sign and invoice accordingly. This was seconded by Cllr Dougill. Cllr Napper declared interest and abstained from voting. All remaining councillors agreed and the matter was resolved.

12. To agree course of action regarding grass cutting at entrance to Top Farm – Top Farm Mngt Company contractor is cutting the triangle in the chicane and the area adjacent to the wall. Cllr Collins proposed additional triangle area between footpath and road is cut by Parish Council grass cutting contractor. Cllr Sorabjee seconded, all remaining councillors agreed and the matter was resolved. **Action:** Cllr Ball to liaise with grass contractor

13. To agree course of action regarding addition of a pond within Kemble Community Garden – Lester Napper presented paper from KGC regarding the addition of a wildlife pond. Cllr Napper then left the room. Cllr Dougill proposed the parish council support the request such that KGC can seek permission from CDC. Cllr Collins seconded, all remaining councillors agreed and the matter was resolved. Cllr Napper returned to the table.

14. To review register of Interest – all councillors were reminded of the requirement to review their register of interests and update if required.

15. Planning items

a) New Planning Applications – to decide response

- i) Elm Tree House, School Road | 18/00066/FUL | Replacement of extant garage/store

with dependent person's annexe. Cllr Collins proposed response: "Whilst Kemble & Ewen Parish Council do not object to this proposal they would ask that Cotswold District Council consider the addition of the following conditions on the granting of planning permission: * Removal of Permitted Development rights - No New Enlargements to Developments nor No New Outbuildings for Dwellings * Housing & Occupancy - Retention as Annex to Dwelling. Such conditions would help protect the character and appearance of the area." The was seconded by Cllr Ball. All remaining councillors agreed, and the matter was resolved.

- ii) Ewen Wharf | 18/01420/FUL | Extensions and alterations. Cllr Dougill proposed application supported. Seconded by Cllr Binks, all remaining councillors agreed and the matter was resolved.
- iii) Barnstone Cottage, Ewen | 18/01656/FUL | Erection of detached dwelling and garage workshop. (Amended scheme). Cllr Dougill proposed objection to this amended scheme as the scale and style are no longer appropriate for the site. This was seconded by Cllr Sorabjee and all remaining councillors agreed. Matter resolved.

b) Planning Applications - pending & decided - PC noted planning applications pending and decisions reported (as Agenda)

16. Finance matters

- a) Schedule of accounts – Cllr Binks proposed council approve payments May 20, 2018 to June 15, 2018 as per schedule and sign cheques. This was seconded by Cllr Collins, all remaining councillors agreed. Matter resolved.
- b) Bank Reconciliation – June 2, 2018 – Cllr Collins proposed council accept and approve. This was seconded by Cllr Dougill, all remaining councillors agreed. Matter resolved.
- c) Audit
 - i. Annual Governance Statement 2017-18 – Cllr Binks proposed council approve and sign. This was seconded by Cllr Dougill, all remaining councillors agreed. Matter resolved.
 - ii. Accounting Statement 2017-18 – Cllr Dougill proposed council approve and sign. This was seconded by Cllr Ball, all remaining councillors agreed. Matter resolved.
 - iii. Internal Audit Report 2017-18 – report to be circulated to councillors.
- d) Budget – Cllr Dougill proposed council note and agree spend vs budget. This was seconded by Cllr Sorabjee, all remaining councillors agreed. Matter resolved.
- e) New Clerk Employment – Cllr Pettit proposed clerk is employed on NALC Model Contract on salary scale LC1 SPC 20. Clerk made aware of entitlement to pension as an entitled worker. This was seconded by Cllr Collins, all remaining councillors agreed. Matter resolved.
- f) Asset register – following communication from GCC confirming their ownership of bus stops Cllr Pettit proposed Asset register approved by council. This was seconded by Cllr Napper, all remaining councillors agreed. Matter resolved.

17. Items for Future Agenda

- i) Use of Bromford Parking Area adjacent to Playing Field.
- ii) Request from PCC to take over maintenance of closed churchyard
- iii) Permissive path between Kemble & Ewen
- iv) Lease for Kemble Triangle
- v) Rotating Chair
- vi) Road crossing to Station Car Park

Parish Laptop was backed up during the meeting.
Meeting Finished at 10.35pm

KEPC Finance – Payments 19 May 2018 to 15 June 2018

Cheque No.	Date Raised	To	Purpose	NET	VAT	Total £ (inc VAT)	Power to spend
102380	04/06/2018	Keith Harrison	Fence Repairs @ Windmill Road Field	520.00	0.00	520.00	LGA 1976 s19
102381	14/06/2018	The Society of Local Council Clerks	Annual Subscription	100.00	0.00	100.00	LGA 1976 s.143
102382	14/06/2018	Steve Napper	Playground Checks & Repairs & reimbursement of materials	212.35	7.47	219.82	LGA 1976 s19 HA1980 ss.43,50
102383	14/06/2018	Mrs S Broadley	Salary for June 2018 & Reimbursement of expenses	██████	██████	██████	LGA1972 s.112 (2) LGA 1972 s.111 LGA 1972 s.150(2)
102384	14/06/2018	JACS UK Ltd	Replacement Kemble sign for village gateway	67.15	13.43	80.53	RTRA 1984 S.72
102385	15/06/2018	DR Howse Services Ltd	Grass gutting	1760.00	352.00	2112.00	HA 1980 s.96

Kemble & Ewen Parish Council - YTD Budget Review 2018 / 19

PAYMENTS EX VAT	BUDGET	TOTAL	DIFFERENCE
Employees	£5,000.00	£1,257.64	£3,742.36
Administration	£2,500.00	£250.50	£2,249.50
Grass Cutting	£7,785.00	£1,760.00	£6,025.00
Professional Memberships	£500.00	£0.00	£500.00
Planning	£100.00	£0.00	£100.00
Training	£400.00	£70.00	£330.00
Road Safety	£1,000.00	£645.40	£354.60
Defibrillator	£500.00	£0.00	£500.00
Playing Field	£1,000.00	£373.41	£626.59
Pedestrian Access Station	£500.00	£0.00	£500.00
Youth Club	£0.00	£0.00	£0.00
Cemetery	£1,000.00	£0.00	£1,000.00
Grants	£700.00	£0.00	£700.00
Village Environment	£1,665.00	£708.50	£956.50
Thames Path Signage	£300.00	£0.00	£300.00
Community Gardens	£500.00	£0.00	£500.00
Neighbourhood Plan	£2,500.00	£0.00	£2,500.00
Village Web Site	£100.00	£0.00	£100.00
Neighbourhood Watch	£500.00	£0.00	£500.00
Publicity	£900.00	£138.00	£762.00
Ewen Corner Footpath	£1,000.00	£0.00	£1,000.00
Litter	£500.00	£0.00	£500.00
1918 Remembered	£1,000.00	£0.00	£1,000.00
Digital Archives	£500.00	£0.00	£500.00
Beehive	£750.00	£0.00	£750.00
A429 Verge Enhancement	£1,000.00	£0.00	£1,000.00
1st Aid Courses	£500.00	£0.00	£500.00
New Arrivals Brochure	£500.00	£0.00	£500.00
Agency Services	£0.00	£0.00	£0.00
Chairmans Allowance	£100.00	£0.00	£100.00
Miscellaneous	£100.00	£0.00	£100.00
Contingencies	£4,000.00	£0.00	£4,000.00
Reserve Cemetery/Playground	£4,000.00	£0.00	£4,000.00
PAYE	£935.00	£0.00	£935.00
National Insurance	£0.00	£0.00	£0.00
TOTAL PC EX VAT	£42,335.00	£5,203.45	£37,131.55

RECEIPTS	BUDGET	TOTAL	DIFFERENCE
Precept	£20,000.00	£17,138.00	£2,862.00
Grants	£0.00	£0.00	£0.00
Agency Services	£900.00	£0.00	£900.00
Burial Ground Fees	£200.00	£150.00	£50.00
Playing Field	£0.00	£0.00	£0.00
Treasurers Account Interest	£10.00	£3.09	£6.91
Business Account Interest	£10.00	£0.00	£10.00
Miscellaneous	£100.00	£0.00	£100.00
NS Investment Account	£50.00	£0.00	£50.00
NS Bond Interest	£15.00	£11.70	£3.30
Transfers from NS A/C	£0.00	£0.00	£0.00
PC VAT refund	£0.00	£1,661.81	-£1,661.81
TOTAL (EXCL NS INVEST)	£21,235.00	£18,964.60	£2,270.40
OVERALL TOTAL	£21,285.00	£18,964.60	£2,320.40